

# Records Services: FY10 Annual Report

The Records Services Division of the Office of the Secretary of State is comprised of three units: the Missouri State Archives, the Local Records Preservation Program, and Records Management. The three units work together to preserve public records of all types, including documents, books, maps, photographs, audio recordings and films.

Each unit offers specific services. The Missouri State Archives preserves and provides access to the permanent records of Missouri. The Local Records Preservation Program assists counties, cities and other local government entities with the management and preservation of their records. Records Management assists state agencies with organizing and managing records.

## Missouri State Archives

The Missouri State Archives is the official repository for permanent state records of enduring historical value. Most of the records in the State Archives come to it through the Local Records Preservation Program and the State Records Management Program. The State Archives' mission is to foster an appreciation of Missouri history and illuminate contemporary public issues by preserving the state's permanent records and making them available to its citizens and their government.

## Holdings and Research

The State Archives' vast collections and holdings, dating from 1770, allow professional historians and other researchers to uncover information that brings family histories to life and enlightens citizens to our collective past. The State Archives is Missouri's largest repository for historical documents. Its holdings include:

- more than 338 million pages of records of permanent value
- almost 500,000 photographs (negatives, prints and slides)
- nearly 199,000 reels of microfilm and 270,000 microfiche
- more than 9,000 maps
- tens of thousands of state publications
- an extensive collection of audiovisual materials (audiotapes, CDs, moving pictures, videos, etc.)

The State Archives preserves records that document Missouri's history from the era of French and Spanish colonial rule to the present day. Among the holdings of the State Archives, researchers will find documentation of every aspect of life in Missouri.

Records housed in the State Archives support the full range of research interests – from schoolchildren's studies to family history to academic research. They support research in topics and themes as diverse as the part western Missouri towns played in westward expansion, St. Louis' role in the international fur trade, slavery, the Civil War, western outlaws, military records of Missourians from the War of 1812 to World War II, immigration and Missouri politics.

Among the larger records series at the State Archives are Governors' papers, General Assembly records, Missouri Supreme Court case files, records and publications from state agencies and departments and millions of microfilmed county and municipal records.

Many researchers continue to use traditional means to access the Archives. They visit in person, call with questions and place requests by mail. In FY10, the total number of these information requests was 31,223. This number, roughly the same as FY 2008 and FY2009, indicates that the number of traditional requests remains stable.

The vast majority of researchers, however, have turned to the Internet as their preferred research medium. In FY10, the total number of hits for all Archives web pages was 53,835,406.

During FY10, Archives docents and staff led 45 tours of the Archives for 2,792 students, genealogists, historical researchers and legislators.

## E-Volunteers

The Missouri Death Certificate Project, a searchable online index with over 2.1 million death certificates from 1910-1959, was first released in April 2006. At that time, the database was linked to digital images of original certificates from one decade. The initial project was completed in 2009 and every year an additional year of certificates is added to the database thanks to the work of over 600 e-volunteers from around the world. The remaining certificates were made available online by April 2009, over a year ahead of schedule.

In FY 2010, the Archives sent out a total of 1,214 packets to 177 e-volunteers across the United States and Canada. These volunteers extracted information from paper records to create searchable databases for Archives researchers on the following series:

- Pre-1910 Birth and Death Records
- 1959 Death Certificates
- St. Louis Probate Court Indexes
- US Land Sales Abstracts

## Missouri Digital Heritage

Secretary Carnahan proposed this ground-breaking initiative in 2007 to further Missourians' access to information about the history of the state. Once the initiative received funding through the state legislature, development of the website began. On April 29, 2008, Secretary of State Robin Carnahan officially launched the Missouri Digital Heritage (MDH) website at a public program held at the James C. Kirkpatrick State Information Center. The Missouri Digital Heritage Initiative is a collaborative effort between the Missouri State Archives and the Missouri State Library that dramatically expands online access to information about Missouri's past. MDH has made millions of historical documents available to the public and connects users to dozens of Missouri's local libraries, universities and cultural institutions through one searchable destination. The State Archives and State Library are assisting institutions across the state in digitizing their records and placing them online for easy access.

Those wanting to learn more about the making of the Missouri Digital Heritage Initiative can go online to view a video about the project at: <http://www.sos.mo.gov/mdh/MakingOf/>. For even more information on the Missouri Digital Heritage Initiative, the public can explore the website at [www.MissouriDigitalHeritage.com](http://www.MissouriDigitalHeritage.com).

## Educational Outreach

### ***Archives Alive!***

Elementary students from schools across the state attended 24 performances of *Archives Alive!* at the Missouri State Archives from March to May in 2010. The 40-minute interactive, theatrical program entertained 4,802 students, parents and teachers from 70 schools across Missouri as they learned about events and important men and women who shaped Missouri's history. Performances were provided at no charge through the generous donations of the Friends of the Missouri State Archives, the Missouri Arts Council, Hawthorn Bank and the Eldon DAR.

## Exhibits

Missouri State Archives' exhibits use documents, photographs and artifacts to allow patrons to experience Missouri's rich history. Archives' exhibits, which tour the state, both physically and virtually over the Internet, are designed to encourage visitors to seek new perspectives and gain an understanding of Missouri's journey from the past to the present.

### New Display in JCKSIC

The Missouri State Archives newest exhibit, *Divided Loyalties: Civil War Documents from the Missouri State Archives*, opened in the lobby of the James C. Kirkpatrick State Information Center in April 2010. The exhibit uses documents from the Missouri Adjutant General's Office, Governors' Papers and various Missouri court cases to tell Missouri's unique Civil War story. Braille text and an audio tour, prepared in collaboration with the Wolfner Library for the Blind and Physically Handicapped, make this exhibit accessible to the visually impaired. The exhibit will remain on display in Jefferson City until May 31, 2011. Following that, three identical copies of *Divided Loyalties* will travel throughout the state, touring more than 30 venues between 2011 and 2015. The entire exhibit, with audio commentary, can be viewed at [www.MissouriDigitalHeritage.com](http://www.MissouriDigitalHeritage.com)

### Four Archives Exhibits Travel in 2010

Four Missouri State Archives exhibits traveled across Missouri in FY 2010. *Mapping Missouri* was on view at Missouri State University in Springfield and the new National Archives Central Plains gallery located near Union Station in Kansas City. *Ozark Light: The Photographs of Charles Elliot Gill* also traveled to Missouri State University as well as to the White River Valley Historical Society in Forsyth, Missouri. The Archives' exhibit *Lewis and Clark Across Missouri* was displayed by the White River Valley Historical Society. *Lewis and Clark* also traveled to a new museum facility recently opened by the New Bloomfield Historical Society. Finally, selected cases from *The Verdict of History* were also on display at the Missouri Supreme Court in the spring of 2010.

The Missouri State Archives makes its exhibits available, free of charge, to educational institutions, libraries, museums and historical societies across the state. Online versions of these and other exhibits may also be viewed at: <http://www.sos.mo.gov/archives/exhibits/>.

## Evening Program Series

As part of its Evening Program Series, the Archives presented twelve free programs, which were open to the public. Historians, musicians, folk artists and genealogists provided a variety of programs at the Archives in FY 2010. Some of the most popular programs of the year were:

- *The Santa Fe Trail in Missouri*. For 19<sup>th</sup> century travelers, the Santa Fe Trail was an indispensable route stretching from Missouri to New Mexico and beyond. The section from St. Louis to Westport, known as "The Missouri Trail," offered migrating Americans their first experience with the West. Anyone who wanted to reach Santa Fe had to first travel the width of Missouri. Mary Collins Barile offered an introduction to Missouri's section of the trail and provided an account of its historical and cultural significance. Barile shared the origins and development of the trail, offered a brief description of what travelers could expect to find in frontier Missouri and described some of the major people associated with the trail.

- *Open City: True Story of the KC Crime Family, 1900-1950*. The program detailed an historical account of the birth and growth of organized crime in Kansas City during the first 50 years of the twentieth century. William Ouseley, a retired supervisor of the Organized Crime Squad, Kansas City Field Division, waged a 21 year battle against the modern day Kansas City "crime family." Over a period of years, he researched the facts, stories and legends that led to Kansas City's reputation as a wide open, anything goes city, dominated by a powerful political machine and the organized crime syndicate. Ouseley shared the story of a captive city, unbridled politicians, powerful and colorful mob bosses, gangland murders, racket activities and courageous police officers and reformers.

- *Meriwether Lewis*. Meriwether Lewis, leader of the Corps of Discovery, lived only a few years after his famous expedition. October 11, 2009 marked the bicentennial of his sudden, mysterious death. Thomas Danisi utilized original Lewis and Clark documents and previously unexamined sources to reveal new information about the character and life of Meriwether Lewis. Instead of focusing on the legendary journey, the research concentrates on Lewis's life before the trip and the post-expedition challenges he faced as governor of the Louisiana Territory. After addressing both the conspiracy theories regarding murder as the cause of his death and the longstanding belief that he committed suicide, Danisi and Jackson propose a new theory about Lewis's untimely death.

In March, the Archives hosted its annual Family History Day with informative sessions on Civil War Resources at the Archives. The Missouri State Archives holds almost two million pages of Civil War and Reconstruction-era records obtained from the Office of the Adjutant General. Included in these records are Confederate and Union muster rolls, Confederate pensions, signed loyalty oaths, company and regimental orders, service cards, registers of officers and troops of the Home Guard, the Enrolled Missouri Militia, volunteers, records of troops of color, and court martial papers. Senior Reference Archivist Patsy Luebbert discussed how best to approach research using these records.



Many of these programs, complete with transcripts, are available for viewing online at <http://www.sos.mo.gov/archives/about/presentations.asp>. The presentation website makes educational programs available to audiences unable to attend the programming series.

## National History Day in Missouri

The Missouri State Archives sponsors the Central Missouri Region National History Day in Missouri competition. This contest is held each year on the last Saturday of February at Lewis and Clark Middle School in Jefferson City. The top three finishers in each category are eligible to participate in the state contest in April. First and second place finishers at the National History Day in Missouri competition proceed to the National History Day competition at the University of Maryland-College Park in June.



Competing individually or in small groups, in either the junior division, for grades 6-8, or the senior division, for grades 9-12, National History Day students choose their own research topics based on an annual theme. The theme for 2009 was *The Individual in History: Actions and Legacies*. Project formats range from traditional research papers to performances, documentaries, exhibits and websites.

This year, Junior Historical Paper entries from the Central Missouri Region took second and third places at the state contest. Oliver Worthington, a sixth grader at Smithton Middle School in Columbia, placed second and qualified as a delegate to the National History Day competition with his paper, *Law and Order: The Innovation of Law, its Impact and Change in Our Society*. Greg Kelly, an eighth grade student at Columbia Catholic School, placed third and was the alternate delegate to the national contest with his entry, *Antibiotics in World War II*. Nidhi Khurana, a freshman at Jefferson Junior High School in Columbia, took second place in Senior Individual

Performance with *The Camera: A Matchless Innovation*. The Local History, Floyd C. Shoemaker, and Willard T. Young World War II Special Prizes were awarded to Olivia Elam, a senior at Centralia High School, for her paper, *Sliced Bread: Still the Best*. Emily Drake, also a senior at Centralia High School, took home the

Strickland African American History and the Women's History Special Prizes for her paper, *Katherine Dunham: The Grand Dame of American Dance*.

## Conferences

The Missouri State Archives was sponsor of the 51<sup>st</sup> Annual Missouri Conference on History, in Jefferson City from April 14-16, 2010. Assistant State Archivist Shelly J. Croteau, Curator of Exhibits and Special Projects Greg Olson, Historical Educator Emily Luker, Local Records Director Lynn Morrow, and Local Records Archivists Michael Everman, Bill Glankler and Leslie A. James were presenters in panel discussions. Senior Conservator Lisa L. Fox and Conservators Sandy Hempe and Diane McKinney conducted a day-long workshop, Basic Conservation Treatments. Former recipients of Missouri State Archives Fellowships, Dennis Boman, Leroy M. Rowe, Kimberly A. Schreck, Kristin Zapalac (Supreme Court of Missouri Historical Society, Robert Eldridge Seiler Fellowship) and Matthew J. Hernando (William E. Foley Research Fellowship) also presented papers at this conference. State Archivist John Dougan presented *The State of the State's Records* address at the Missouri Historical Records Advisory Board sponsored breakfast at the conference.

The Archives presented at the 2010 St. Louis Genealogical Society 40th Annual Family History Conference at the Maryland Heights Centre in May. This Family History Conference is the largest single-day regional genealogical event in the United States.

## Fellowships and Internships

FY 2010 marked the fourth year of the Friends of the Missouri State Archives' William E. Foley Research Fellowship. This initiative goes beyond providing access to Missouri's historical documents by supplying the means necessary to ensure the use of those resources for scholarly research. Any project that uses the Archives' holdings to further knowledge of state or national history is eligible for funding.

In 2010, Marcus McArthur, a Ph.D. candidate at Saint Louis University, was chosen as the Foley Fellow. The Friends are supporting McArthur's work on his dissertation, which examines the "disloyal" clergy in Civil War Missouri.

2010 marked the twelfth year of the Archives highly successful partnership with the Supreme Court of Missouri Historical Society. Each year the Archives and the Supreme Court of Missouri Historical Society sponsor two internships and the Robert Eldridge Seiler Fellowship at the Archives. Interns Patrick Turco, Truman State University, and Teresa L. Wickstrum, University of Kansas, continued to add to the Supreme Court of Missouri database, processing the records of Supreme Court cases up through the Civil War and Reconstruction. This database is available at [www.sos.mo.gov/archives/judiciary/supremecourt/](http://www.sos.mo.gov/archives/judiciary/supremecourt/).

The Seiler Fellowship for 2010, which enables researchers to use Missouri's legal records in the study of state and national history, was awarded to Steve Peraza, a Ph.D. candidate in American history at the University of Buffalo. Peraza used his time at the Archives researching litigation as slave resistance.

Each summer an upper-level undergraduate or graduate student is selected from a national pool of applicants to conduct work within the various collections of material related to African American history at the Missouri State Archives. This year's African American History Intern was Miller W. Boyd III, a Ph.D. candidate in history at the University of Mississippi.

## Awards

May 2010 found the Archives on Family Tree Magazine's top five list for the best state genealogy research and in September, for the ninth year in a row, the Archives was again among the 101 best websites for 2010.

# State Document Preservation Fund

The State Documents Preservation Fund was created by the General Assembly in 1996. The fund supports the preservation of and access to documents of historical value by permitting the State Archives to obtain additional funds from private and corporate sources. At the close of June 2010, the fund balance was \$5,146.15.

## Missouri Historical Records Advisory Board

The Missouri Historical Records Advisory Board (MHRAB) is the central advisory body for historical records planning and for projects relating to historic records that are developed and carried out within the state. The MHRAB provides state-level appraisal of grant proposals submitted to the National Historical Publications and Records Commission (NHPRC) by Missouri repositories and serves as the review and award panel for grant applications submitted to the Missouri Historical Records Grant Program and the Missouri State Archives' Local Records Preservation Grant Program. In addition, the MHRAB maintains *Docline*, a listserv through which Missouri's records keepers can share best practices, grant and training opportunities, and other cooperative strategies.

In FY10, the MHRAB published a strategic plan addressing the issues of greatest concern to Missouri's historical records community and strategies for addressing those issues. The objectives of the new plan were announced at the Missouri Conference on History as part of a "State of the State's Records" address, presented by State Archivist John Dougan. The MHRAB also created an online directory of Missouri's historical records repositories and conducted five training workshops on records preservation throughout the state. In addition, the board provided \$56,000 in grant funding to fourteen repositories for projects related to the preservation and availability of historical records. These grant awards were funded by the National Historical Publications and Records Commission.

The Governor, with the advice and consent of the Senate, appoints members to the MHRAB. As the Board's coordinator, the Secretary of State handles its administrative responsibilities. Federal regulations require members to have experience and interest in the collection, administration and use of historical records, and a dedication to the preservation of and access to Missouri's documented heritage.

### Members of the Missouri Historical Records Advisory Board – FY10

Robin Carnahan  
Secretary of State  
Coordinator

John Dougan  
Missouri State Archivist  
Deputy Coordinator

Joseph L. Adams  
Former University City Mayor

Robert P. Neumann  
Director  
Greene County Archives and Records Center

Gregory B. Allen  
President  
Allen Financial Corporation

Cynthia L. Parks  
Director of Records Management  
University of Missouri-Columbia

Marcia L. Bennett  
Executive Director  
St. Joseph Convention & Visitors Bureau

Terry L. Ramsey  
Museum Coordinator, Bushwhacker Museum  
Vernon County Historical Society

Raymond Doswell  
President (Interim)  
Negro Leagues Baseball Museum

David E. Richards  
Head, Special Collections and Archives  
Department  
Meyer Library, Missouri State University

Steven P. Gietschier (until March 25, 2010)  
University Curator  
Lindenwood University

Christopher Gordon  
Director of Library and Archives  
Missouri History Museum

Paxton J. Williams (from March 9, 2010)  
Director of Outreach  
George Washington Carver  
Birthplace Association

Joel P. Rhodes (from March 25, 2010)  
Associate Professor of History  
Southeast Missouri State University  
Anne G. Rottman  
Head Librarian  
Legislative Library, State Capitol

Gary R. Kremer  
Executive Director  
State Historical Society of Missouri  
ex-officio

# Local Records Preservation Program

Missouri local governments generate records documenting the rights of citizens, government actions and the history of the community. The mission of the Local Records Preservation Program is to assist local governments with the preservation of historical and vital records and recommend techniques for the efficient management of current records.

To that end, Local Records staff members work with local governments to:

- dispose of extraneous records based on retention schedules
- create computerized record inventories
- microfilm records to reclaim office space and ensure long-term preservation of those with permanent/historical value
- conduct workshops in records and archival management practices
- co-sponsor grant projects
- perform conservation treatments in the lab at the State Archives
- advise on preservation of records

These activities promote long-term public records management and improve public access to the records, preserve the social compact and ensure transparency of government activity.

The Local Records Program operates in three functional areas. Field archivists work directly with local officials in the areas of archival practice and records management. The grant program funds projects to preserve public records. The conservation staff provides professional preservation advice and conservation treatment. Selected professionals in these areas also serve on committees to advise the agency's Missouri Digital Heritage Initiative for planning access to collections statewide.

## Local Field Archivists



The core of the Local Records Program is on-site work conducted throughout the state by field archivists. These professionals advise, educate and assist local records custodians in sound records management and archival practices.

The services of the Local Records staff are free-of-charge to any tax-supported government entity in Missouri. Typically, archivists are requested when a local official decides to improve the organization of records, usually motivated by a desire to reclaim or maximize limited office space. Local Records archivists provide comprehensive consultations that help local government offices gain intellectual and physical control of their records. Often, this involves sorting the records, disposing of those that are no longer needed and recommending strategies for microfilming and storage.



## Records Consultations

In FY2010 archivists consulted with the following units of local government:

- cities of Ava, Columbia, Ellisville, Elsberry, Gladstone, Greenwood, Hazelwood, Kansas City, Kirksville, Kirkwood, Lamar, Lebanon, Lee's Summit, Moberly, Moline Acres, Niangua, Osborn, Palmyra, Pleasant Hill, Riverside, Rolla, St. Charles, St. Louis, Seymour, Springfield, Steelville, Tallapoosa, Warrensburg, Wentzville
- circuit courts in Boone, Butler, Cedar, Clinton, Cooper, Daviess, Howard, Howell, Jackson, Jasper, Jefferson, Johnson, Lawrence, Morgan, Osage, Pettis, Platte, Polk, Ray, Scott, St. Charles, St. Louis, Shelby and Vernon counties
- probate courts of Callaway, Cass, Clinton, Cedar, Daviess, Franklin, Howell, Lincoln, New Madrid, and Warren counties and St. Louis City
- executive government officials in Andrew, Boone, Butler, Camden, Cape Girardeau, Cedar, Clay, Clinton, Cole, Daviess, Harrison, Lafayette, Lincoln, Linn, Macon, Mercer, McDonald, Moniteau, Ozark, Platte, Ray, Reynolds, St. Charles, St. Francois, Sullivan, Taney and Webster counties
- county archives, historical societies, and other facilities holding public records, including the Audrain County Historical Society, Bonniebrook Historical Society, Cape Girardeau County Archives, Cass County Historical Society, Current River Heritage Museum, Department of Natural Resources Land Survey, Emmaus House, Gasconade County Historical Society, Greene County Archives, Johnson County Historical Society, Kingdom of Callaway Historical Society, Lutheran Heritage Center, Miller County Historical Society, Northland Genealogical Society, Polk County Historical Society, Powers Museum, St. Charles County Historical Society, St. Louis County Records Center, Stoddard County Historical Society, White River Valley Historical Society and William Jewell College Archives.

## Inventories and Dispositions



The sheer volume of records in government offices often makes it difficult to locate documents when they are requested. This is particularly true of records considered “old” or of uncertain value. Archivists assist local officials by determining the content of their holdings, identifying those records that may be legally discarded and producing computerized inventories of records with current, permanent, or enduring historical value, thereby allowing officials to reclaim valuable office and storage space. In FY2010 staff conducted inventory projects in the City of Elsberry, City of Osborn, and Butler, Mercer, Platte and Sullivan counties.

## Preservation and Access Projects

**Judicial records** – In the past fiscal year, Local Records archivists continued their efforts to identify, preserve and make accessible important aspects of Missouri's history that exist in judicial records. Working with probate and circuit court judges and clerks, as well as a cadre of dedicated volunteers, the Local Records Program appraised and processed records dating from 1805 to 2001.

Counties with projects underway in FY2010 included Bates, Boone, Butler, Callaway, Cape Girardeau, Cedar, Cooper, Franklin, Gasconade, Greene, Howard, Howell, Jackson, Jasper, Johnson, Lawrence, Lincoln, Morgan, New Madrid, Osage, Platte, Polk, Ray, St. Charles, Shelby, Vernon, Warren, Webster, and the City of St. Louis.



The availability of these records allows researchers to gain a deeper understanding of how local, regional and national issues impacted the everyday lives of Missourians. The topics and themes include slavery, the Civil War, domestic and social relations, economic development, transportation, and frontier history. Several of the projects currently underway (including those in Franklin, Gasconade, Lincoln, New Madrid and St. Charles counties) have records dating to the beginning of statehood. Many of these projects have revealed previously unknown information, substantially altering and augmenting what we know of early Missouri history.

**Provost Marshal records** – Archivists completed indexing the Missouri portion of the War Department Collection of Confederate Records entitled *Union Provost Marshals' File of Papers Relating to Individual Citizens, 1861-1866*. (Originals are housed at the National Archives.) The collection contains tens of thousands of documents detailing the way the provost marshals affected the lives of Missouri citizens who came into contact with the Union Army during the Civil War and shortly afterwards. This database, along with the index to *Union Provost Marshals' File of Papers Relating to Two or More Civilians, 1861-1866*, is available on the Archives website at <http://www.sos.mo.gov/archives/provost>.

## Grants

The Local Records Grant Program, which began in 1992, awards funds to local governments based on competitive applications for eligible records management and document preservation projects. Recipients may receive up to 70% of the total project cost in grant funds. A local funding match of at least 30% is required.

The Missouri Historical Records Advisory Board (MHRAB) establishes policy and reviews proposals. Since the program's inception, the agency has awarded 1,042 grants, totaling over \$6,500,000, for records management and document preservation around the state. Additional information about the grant program is posted online at <http://www.sos.mo.gov/archives/localrecs/grants>. Due to a decline in revenue the program was suspended for FY10.

## Conservation



While Local Records field archivists attempt to forestall damage to public records by assisting in the implementation of sound records practices, sometimes the damage has already been done. Conservators treat documents that have suffered damage due to aging or poor storage conditions and are in need of repair. They also provide information and educational programs.

The Local Records Program manages the state's only publicly-funded conservation lab for treatment of paper records. The professional conservators provide chemical and physical treatments to repair and preserve unique, historically important documents in the State Archives holdings and in local and state government offices.

The typical course of treatment involves evaluation of condition, surface-cleaning, removal of tape and other old "mends," washing, mending with Japanese paper and wheat paste, encapsulation and (sometimes) construction of customized housing. Conservators treated a variety of significant records from local and state government. In all cases, items leave the conservation lab more physically and chemically stable than when they came into the lab.



One of the more challenging conservation projects was the treatment of this 1860 plat of Palmyra. Municipal plats of this age are unusual in Missouri. The condition of the map before treatment is shown at left, and after treatment is shown at right. A step-by-step description of the treatment is online at <http://www.sos.mo.gov/records/recmgmt/PalmyraMapConservTreat.pdf>.

The Local Records Program launched a partnership with Southeast Missouri State University in early 2009 to treat and digitize the Cape Girardeau weekly *Argus* newspaper. The *Argus* was the only newspaper that continued to publish during the Civil War era in Cape Girardeau. Conservation treatment was completed in FY2010, and the newspaper volumes were digitized, to be made available on the MDH website.

Gasconade County Historical Society discovered the foundational deed for the City of Hermann, written on parchment. LR staff helped the Society work with a private conservator for treatment and fabricated this customized housing.



In support of the state Board of Nursing, the conservators treated two of the Board's earliest documents so they could be displayed safely during centennial events.

In September 2009, a team of LR administrators, historians, archivists and conservators visited the Department of Natural Resources Land Survey Office to evaluate their antebellum plats and maps of Missouri regions. After that evaluation, a long-term project was launched to provide conservation treatment of these early records and to capture digital images of them for wider distribution.

After that evaluation of the DNR collection, the conservators treated several early maps from that office, including the 1790s *Registre d'Arpentage* reflecting land surveys in the Cape Girardeau District, the Bent surveys (1807-1811) of the lower Missouri River valley and an 1860 St. Louis County plat book.



Conservators also treated these items from local and state government offices:

- Pulaski County bridge across the Gasconade River, documents and drawings
- Cape Girardeau County Archives: 1936 map of Cape Girardeau County, 1940 map of the city of Jackson



- City of Independence Clerk: 1894 map of the Independence City Cemetery
- Department of Natural Resources/State Museum: montage of before-and-after photographs of spaces in the Capitol that burned in 1911
- Glore Psychiatric Museum: architectural painting of the St. Joseph City Hall
- Lafayette County Clerk: historic photograph
- Missouri Mansion Preservation: Bingham's Order No. 11, original proof print, signed
- Missouri State Library: Statistics and Information Concerning the State of Missouri (Missouri Pacific Railway Co., 1889), map
- Missouri State University: Danzero panoramic photographs
- New Haven City Clerk: 1896 New Haven plat
- Platte County: 1846 assessment book
- Saint Charles County Historical Society: 1888 time capsule contents
- Saint Charles County Parks Dept.: German immigration documents from 1833
- State of Missouri Legislative Library: *Missouri & Missourians* by Shoemaker (5 volumes)
- University of Missouri, Center for Applied Research and Environmental Systems: collection of historic soil maps (1902-1951)
- Wilson's Creek National Battlefield: Co. K MO Volunteer Calvary poster

The conservators also completed treatment on the following items from the Missouri State Archives. Many of these were treated in preparation for the Civil War exhibit that opened in April 2010,

- 1836 Register of Inmates Received
- Missouri Ruralist Wall Atlas (1923)
- Missouri Supreme Court cases:
  - Bell v. Mulholland
  - State of Missouri v. Forester
  - Stubbs v. Mulholland
  - State of Missouri v. Linney
  - Conrad v. Uhrig Brewing
- Muster Rolls, Light Battery B, N.G.M. (1907-15)
- Muster Rolls, Misc., N.G.M. (1917)
- National Co. v. S.E. Grote Paint Store Co.
- Records of Gov. Sterling Price
- Antebellum Supreme Court cases for a cooperative project between the Archives and digital vendor Adam Matthew
- Township School Lands
- Watson's New Sectional Map of Missouri (1872)

On rare occasions, the conservation staff must perform their work off-site. The conservators spent two days in 2010 at the St. Joseph Museum rehousing the valuable glass plate negatives from the Eckle's architectural collection and creating protective enclosures for them.

In April 2010, a major Archives project was launched to digitize hundreds of Supreme Court cases from 1821 to 1865 for mounting on the agency's website. Many of these documents require conservation treatment before they can be safely imaged. This quickly became a priority for the lab and will extend into upcoming fiscal years.

## Microfilming and Imaging



Microfilm is a reliable, long-lived replacement for deteriorating paper records. When produced and stored according to international standards, microfilm can survive for 500 years. In addition, microfilm requires only a fraction of storage space as compared to paper records. Increasingly, local governments and other organizations consult with us about the relationship between microfilming and digitization. The staff stresses the importance of

microfilm as a long-term preservation medium, while acknowledging the benefits of digital formats for ready access.

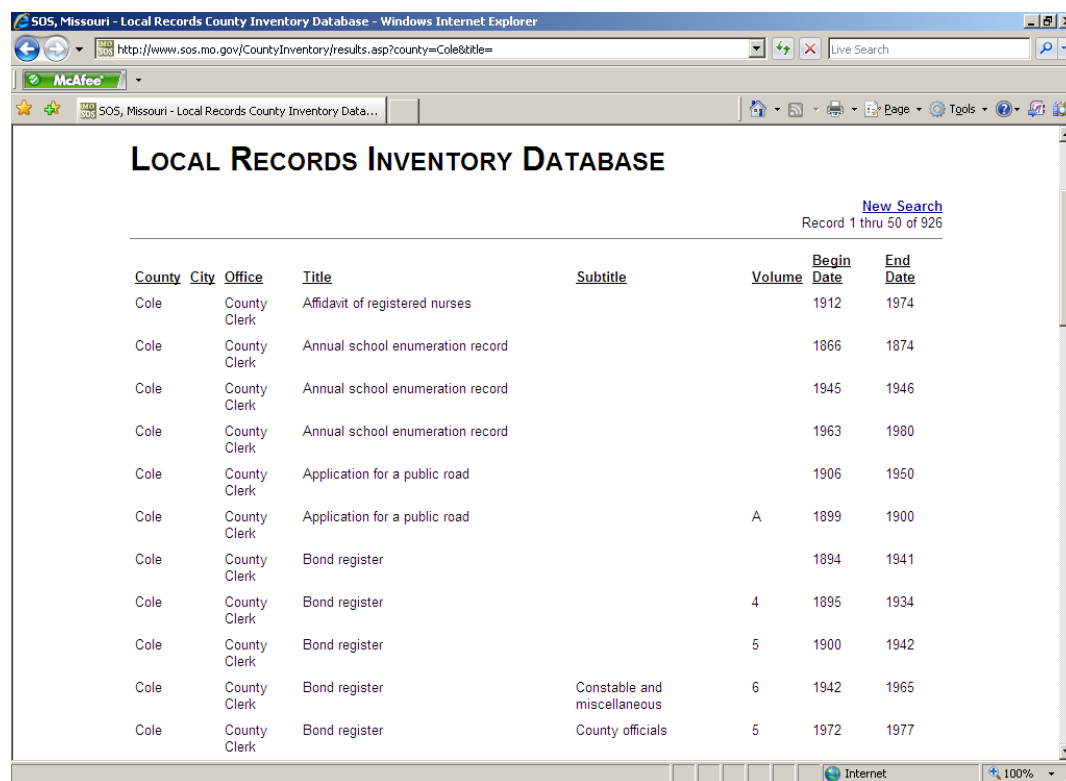
The *Guidelines for Microfilming Public Records* specify the minimum standards that all grant funded projects must meet, and serves as a *de facto* guide for localities and state agencies. The *Guidelines* reflect standards as well as the advent of technologies that facilitate the migration from film to digital media. The *Guidelines* are available on the Archives webpage at <http://www.sos.mo.gov/archives/pubs/mfmg/>.

With the increasing demand for digital media from clients and the public, Local Records continues to stress the unsurpassed value of microfilm as the long-term preservation method of choice. However, technological advances have made the creation of microfilm from digital images possible. With that in mind the "Statement on Acceptance of Microfilm Created from Digital Sources," available at [http://www.sos.mo.gov/archives/localrecs/microfilm\\_acceptance.asp](http://www.sos.mo.gov/archives/localrecs/microfilm_acceptance.asp), specifies the criteria that microfilm created by digital sources (such as an ArchiveWriter) must meet in order to qualify for storage in the Archives' secure film vault. Often, the staff provides guidance on the use of "hybrid systems" that yield the advantages of digital technology while retaining the security of microfilm.

## Resources

### Local Records Inventory Database

The Local Records online database continues to support research in Missouri history. Records from courthouse and municipal offices, dating from the 19th century and including the judicial system, document the interactions of government and citizens. While originally created for a specific administrative or legal use, the documents now contribute to our understanding of persons, events, themes and institutions.



County	City	Office	Title	Subtitle	Volume	Begin Date	End Date
Cole		County Clerk	Affidavit of registered nurses			1912	1974
Cole		County Clerk	Annual school enumeration record			1866	1874
Cole		County Clerk	Annual school enumeration record			1945	1946
Cole		County Clerk	Annual school enumeration record			1963	1980
Cole		County Clerk	Application for a public road			1906	1950
Cole		County Clerk	Application for a public road		A	1899	1900
Cole		County Clerk	Bond register			1894	1941
Cole		County Clerk	Bond register		4	1895	1934
Cole		County Clerk	Bond register		5	1900	1942
Cole		County Clerk	Bond register	Constable and miscellaneous	6	1942	1965
Cole		County Clerk	Bond register	County officials	5	1972	1977

Since its inception, the Local Records Program has completed over 460 computerized inventories for offices in 106 of 114 counties and the City of St. Louis, giving local officials intellectual control of their records and the

ability to plan for preservation and security of public information, while protecting the public interests of access and use. This enormous database is available to local governments and the public. This database is updated periodically as additional inventories are completed. During FY2010, the Local Records Inventory Database registered 109,781 web page searches. This database can be found online at <http://www.sos.mo.gov/CountyInventory/index.asp>.

## Records Center Planning

Each year, more localities begin exploring the creation or modification of space for records storage and preservation of their permanent records. Often, local officials launch such explorations because of the shortage of space in the courthouse or city hall. To provide basic guidance and a starting point for planning and discussions, the conservation staff developed an online resource, *Preservation Concerns in Planning a Records Center*, which can be found at <http://www.sos.mo.gov/archives/localrecs/conservation/concerns.asp>.



In recent years Local Records staff has had consultation with Boone, Buchanan, Butler, Cape Girardeau, Cass, Clay, Cole, Dekalb, Dunklin, Gasconade, Greene, Howell, Jackson, Jasper, Jefferson, Morgan, New Bloomfield, Phelps, Stoddard, St. Charles, St. Clair, St. Francis, St. Louis, Ste. Genevieve, and Webster counties, as well as Kansas City and St. Louis City officials about record center planning and operations.

## Retention Schedules

Missouri state law (RSMo chapter 109) governs the retention and destruction schedules of public documents. Local Records staff analyzes records series produced by local governments based on their current and long-term administrative, fiscal, legal, and historical values and submits detailed appraisals in the form of draft records retention schedules to the Local Records Board for review and promulgation.

In FY2010, the revised Police Schedule was adopted and released. There were also additions and revisions to the Sheriff, Public School, County Clerk (election), Public Safety Answering Point (911), County Collector and General Schedules. In addition, new and revised schedules were posted to the website as PDF files, allowing users to download schedules directly to their workstations. By utilizing the property fields of the PDF, schedules are now easily accessible through any search engine.

The schedules for county and municipal governments and minor political subdivisions are available online at <http://www.sos.mo.gov/archives/localrecs/schedules/>. The online retention schedules remain a great success, with annual searches increasing from 100,379 in FY2009 to 105,841 searches in FY2010.

## Records Management

The overall goal of Local Records is to improve the management and preservation of local government records. In response to the ever increasing volume of inquiries from local officials, in FY2010, Local Records formalized a best practices manual for local government on basic records management principals. The *Missouri Local Government Records Management Guidelines* were designed to be easily understood by anyone from officials through clerks, the manual briefly covers legal requirements, records management theory, good/bad practices, using the retention schedules, the importance of a record management policy, disaster planning, electronic records and records preservation. The file is available <http://www.sos.mo.gov/records/recmgmt/MoLocGovRecMgmtGuides.pdf>

# Outreach Activities

To ensure that local governments continue to receive up-to-date information regarding the management and care of their records, archivists and conservators of the Local Records program provide programs on a variety of records topics at annual statewide training conferences of executive and judicial governments, at regional city and county clerks' organizations, and through other special programs.

## Training and Consultation

In conjunction with the Missouri Historical Records Grant Program, conservators presented "Introduction to Preservation" workshops throughout the state. Day-long workshops were held in St. Joseph, Nevada, Columbia, St. Charles and Jackson, with participants coming from government entities and private groups such as museums, historical societies and libraries.

The conservators presented a hands-on training workshop for the Missouri Conference on History (co-sponsored by the Missouri Museums Association) in April 2010. This workshop taught participants how to clean, humidify, flatten, mend and encapsulate items in their care.

Conservators and archivists together presented a program on disaster preparedness for the Missouri Association for Court Administration.

Conservators provided hands-on training in humidification and flattening of historic documents for the Clay County Recorder's staff and Miller County Historical Society volunteers.

Conservators' major consultations in 2010 were provided for the Miller County Historical Society and National Churchill Museum.

The office maintains Preservation Environment Monitors, which are loaned at no cost to assess the impact of their temperature and humidity on the longevity of their collections. Conservators perform the software analysis and provide the information to local officials. During 2010, environmental monitors were in place in:

- Bonniebrook Historical Society
- Jackson County Records Center
- St. Charles County Historical Society
- St. Charles Heritage Museum
- St. Francois County Recorder
- St. Joseph Museum
- Tower Grove Park

The conservation staff provides technical preservation information to the State Archives, state and local government offices, archives and historical societies that house public records, and Missouri citizens. Providing information about disaster planning and recovery is common. Conservators provided guidance on the following topics to the following organizations:

- Bates County Museum: conservation queries
- Bollinger County: digitization/preservation of 1906 map
- Bushwhacker Museum (Vernon County): preservation of early 20th century posters
- Cape Girardeau County Archives: fading of blueprints
- Clay County: humidification and flattening
- Cole County Commission: guidance on establishment of a county record center
- City of Florissant: vendor evaluation
- Daughters of Charity (St. Louis): conservator referral
- Gasconade County: storage of parchment item and advice on display, problem with tape on photos
- City of Independence: grant funding sources

- Jackson County: mold outbreak and environmental conditions
- Jackson County Circuit Court: humidification/flattening of court files
- Jewish Federation of St. Louis: onsite preservation guidance, storage of WWII-era film, and referral to other specialized conservators
- Lincoln University: grant funding
- Lutheran Historical Museum (Altenburg): grant funding
- Kansas City Public Library: general preservation questions
- Missouri Public Service Commission: preservation of historic photographs
- National Churchill Museum (Fulton): preservation guidelines,
- National Osteopathic Museum (Kirksville): grant funding, security, storage and transport
- New Madrid County Historical Museum: disaster recovery
- Osage County Historical Society: guidance on “quarantine space” to be designed in new archives building
- City of Owensville: recovery of fire-damaged time capsule
- Phelps County Historical Society: grant funding for preservation project
- Phylaxis Society (St. Louis): proper storage and housing guidelines
- Powers Museum (Carthage): preservation and conservation of panoramic photographs
- Ray County: protecting collections in wooden storage cases
- Ripley County: time capsule
- Soldiers Memorial Museum (St. Louis): mold
- Springfield-Greene County Museum: referral to textile conservator
- St. Charles County Parks Dept.: treatment of 1830s Feilmuth family immigration documents
- St. Francois County Recorder: environmental conditions in storage vault
- St. Joseph Museum: housing and storage of glass plate negatives, particularly those of the Eckle Collection
- St. Louis Community College/Meramec: archival storage standards
- St. Louis County Parks Department, Jefferson Barracks: condition assessment with on-site visit
- Unity Village: collection moving
- private citizens: cleaning a 1719 map (Dent County), appropriate storage of 40 years of Arts Council minutes (Jefferson City), guidance about evaluation and grant funding for records in a historic house (Lebanon)

Throughout the year the LR staff shared information through the MHRAB's Docline listserv. Staff regularly shared information about grant programs, training opportunities and preservation tips at <http://listserv.sos.mo.gov/listserv/archives/wa.exe?A0=docline&F=l&T=0>.

After the earthquake in Haiti, the conservators responded to several inquiries from Missouri organizations and citizens requesting guidance about response and recovery procedures.

Two conservation projects of particular note were documented and posted on the agency website. They detail the treatment of the 1860 map of the City of Palmyra (at <http://www.sos.mo.gov/records/recmgmt/PalmyraMapConservTreat.pdf>) and treatment of 19<sup>th</sup> century files from the St. Charles County Circuit Court (at <http://www.sos.mo.gov/records/recmgmt/StCharlesTreat.pdf>).

The Local Records Program maintains a list of vendors offering preservation-related services and supplies at [http://www.sos.mo.gov/archives/localrecs/grants/fy2010/Vendors\\_Information.pdf](http://www.sos.mo.gov/archives/localrecs/grants/fy2010/Vendors_Information.pdf). The conservators continued to recommend additions and updates to the vendor pages.

The conservators routinely offer educational tours of the conservation lab. During the year, the conservators provided such tours to the Franklin County LR volunteers, Kansas City Area Archivists, Missouri Department of Natural Resources Land Survey Advisory Committee and the Missouri Mansion Preservation Board.



## Volunteers and Interns

Local Records field archivists, in cooperation with local public officials, utilized dozens of volunteers in preserving historic executive and judicial records. Several projects were advanced thanks to the work of citizens in Boone, Butler, Cedar, Cooper, Franklin, Gasconade, Howell, Jasper, Johnson, Lawrence, Lincoln, Osage, Polk, Ray and St. Charles counties. Some 63 volunteers from historical and genealogical societies contributed over 6,754 hours in FY2010. Since FY2004, civic-minded volunteers have given in excess of 37,724 hours to Local Records projects.

In the past, the Local Records Program offered students in publicly funded colleges and universities the opportunity to explore career possibilities in the archives and records management fields. Due to budget considerations, in FY2010, this program remained suspended.

The conservators provided training and ongoing support to the interns working in the State Archives, funded by the Supreme Court of Missouri Historical Society. Conservators trained the interns in the proper methods for cleaning, humidification and flattening, separation of wafers, and foldering these historic records.



*Johnson County volunteers  
celebrate  
their partnership with local  
government officials  
and the Local Records Program*

## Local Records Board

The Local Records Board serves as the coordinating board to establish retention schedules for all local governments. The Board derives its authority from RSMo 109.230 and 109.255.

### Members of the Missouri Local Records Board – FY10

Jo Ann Cordsiemon  
Elsberry City Clerk

Gilbert Powers  
Johnson County Clerk

Dottie Crenshaw  
Lincoln County Recorder

Charles Reese  
Kansas City Records Manager

Ken Dillon  
Callaway County Recorder

Sherry Royal  
Springfield Police Department

San Duncan  
Director, State/Federal Programs  
Jackson Public Schools

Tracy Smith  
Shelby County Clerk

Danny Ellsworth  
Adair County R-1 Schools  
Green Castle

Kristi Urich  
Grundy County Clerk

Robin Littrell  
City Clerk  
City of Riverside

Jackie Wagner  
City of Columbia Records Manager

Georgia Maxwell  
Daviess County Recorder

Lou Wehmer  
Howell County Historical Society

# Records Management

The State Records Management Program's mission is to promote the efficiency and continuity of state government, document the rights of Missouri citizens, and preserve our state's heritage by providing state agencies with the necessary instruments to develop effective and efficient information control. Services are provided at no charge to state agencies though savings to state government more than offset the cost of the program. Organizationally, the Records Management Program consists of three components: Records Analysis and Consultation, the State Records Center, and Imaging Services.

## Records Analysis and Consultation

Sound records management programs consist of a planned and coordinated set of policies, procedures and activities to manage recorded information. The professional Records Analysis staff, comprised of Records Analysts and Electronic Records Archivists, is an invaluable resource to state agencies. The Analysts and Electronic Records Archivists help to develop records management policies and guidelines, and provide the expertise and knowledge to assist agencies in operating effective and efficient records management programs.

## Records Tracking Software

The State of Missouri Agency Records Tracking (SMART) system is a web-based system that provides state agency customers with online access to the services of the Division. SMART allows agencies to: view/update agency records disposition schedules, create/view/request/transfer boxes or files for their particular agency to/from the State Records Center, and view and request copies of rolls of microfilm stored in the microfilm vault.

In February 2010, the Records Management Division upgraded SMART to the newest version of software from the vendor. The process took three months and the installation only required that the system be down for 24 hours.

SMART was designed to reduce the turnaround time for updating and creating agency records retention schedules, allow agencies to easily integrate their retention schedule into electronic records management systems, and give agencies easier access to their holdings in the records center. In FY10, 282 additional people were trained to use the system, 909 record series were created or updated, 30,282 boxes were added to the system, 524,981 files were created and assigned to boxes and 1,601 rolls of microfilm were added to the system. Several state agencies that adopted the system also started using it to internally track files.

## Records Retention and Disposition

Agency Records Disposition Schedule			
Department: General Retention Schedule		Division: Fiscal	
Division: Fiscal		Sub-Division:	
TITLE: Budget Files		CUSTODY: ECD/FP	
DESCRIPTION: Financial action reports, transmittal/summary, disbursement, receipts, electronic, and electronic audit to administration of an agency's budget. May be destroyed after completion of state audit if completed before end of retention period.		RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES #: 21547		SERIES STATUS: Approved	APPROVAL DATE: 08/01/2007
TITLE: Budget Formulation Papers		CUSTODY: ECD/FP	
DESCRIPTION: Includes budget research, assorted reports and worksheets associated with budget planning, and estimated cost for a fiscal year of operations, personnel services, capital and equipment. May be destroyed after completion of state audit if completed before end of retention period.		RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES #: 21548		SERIES STATUS: Approved	APPROVAL DATE: 08/01/2007
TITLE: Check Registers		CUSTODY: ECD/FP	
DESCRIPTION: Records in S&B or other system, whether electronic or paper, that document account activity.		RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES #: 21557		SERIES STATUS: Approved	APPROVAL DATE: 08/01/2007
TITLE: Current Expense Report		CUSTODY: ECD/FP	
DESCRIPTION: Documentation of amounts earned, paid, and withheld from employees for a pay period. Contains information for each employee, organized by administrative unit. May be destroyed after completion of state audit if completed before end of retention period.		RETENTION: Years: 3 Months: 0 Days: 0	
NOTES:		DISPOSITION ACTION: Destroy	
SERIES #: 21559		SERIES STATUS: Approved	APPROVAL DATE: 08/01/2007

A major key to managing records is determining how long to keep them and when they can be destroyed after their active usage has diminished. Records retention is based on the life-cycle concept: like other resources, the value of most information tends to decline over time. Records need to be kept for as long as they are needed to support administrative, legal and fiscal functions, but no longer. A few records, typically less than one percent of those created in a given year, should be retained permanently because of their historical significance. Historically significant records are stored for a period of time within the State Records Center during agency use. Eventually these records are transferred to the Missouri State Archives for preservation and to give access to the general public.

The primary tool for documenting these determinations is the Records Disposition Schedule. The Records Analysis staff works closely with state agency officials to identify categories of agency records and incorporate

them into an Agency Records Disposition Schedule. Once the agency identifies one or more series of records, the analysts and archivists meet with agency officials to determine how long the records are needed to meet business functions. They research statutes, regulatory codes and similar records series in states across the nation. The analysts work with agencies to prepare draft disposition schedules, which include the records series title, a clear description of the records and how they are used, and the retention and disposition instructions after the records become inactive.

After reaching consensus with the agency, the analysts take the proposed Agency Records Disposition Schedules before the State Records Commission for discussion, necessary revisions and approval. Once approved by the Commission, the schedule serves as the legal authority for the agency to either destroy obsolete records or transfer historical records to the Missouri State Archives. The staff currently maintains more than 860 agency records retention and disposition schedules, including the general schedules that apply to all state agencies.

## **State Records Commission Meeting**

The State Records Commission determines how long records must be maintained in order to serve the needs of government. Once the records have met their retention requirements, the Commission determines their proper disposition either by destruction or transfer to the Missouri State Archives. The State Records Commission met on October 27, 2009. During the meeting 40 agency schedules were approved.

The agency specific schedules approved by the Commission were from the Attorney General's Office (1); Secretary of State (1); Missouri Ethics Commission (1); MOSERS (1); Department of Agriculture (9); Department of Health and Senior Services (2); Department of Public Safety (10); Department Revenue (2); Department of Natural Resources (8); and the Department of Corrections (5).

## **Records Management Liaison Meeting**

On January 21, 2010, the Records Management Division hosted an all agency records management liaison meeting. The meeting topics were informing agencies of the new features that would be available with the SMART system upgrade, and to prepare agencies for a Records Center shutdown in the Fall of 2010 to consolidate the records center annexes into a new building.

## **Staff Training and Development**

During FY10, the professional staff continued developing their knowledge and understanding of records management concepts and new developments, particularly related to electronic records and technology. Staff attended the Association of Records Managers and Administrators (ARMA) Central Missouri Chapter Meetings and Spring Seminar. Staff provided training to multiple state agencies and other organizations as well. Staff members spoke at the Missouri Society of Certified Public Accountants and the Nebraska Chapter of ARMA International.

## **State Records Center**

Many records may be retained for years after they are no longer used on a daily basis. The inactive life of a record can range anywhere from two-years to 75-years or more after its period of active use. In fact, some historical records must be maintained permanently. Records that are on a Records Disposition Schedule and have reached an inactive status may be stored within the State Records Center.

The State Records Center saves the state money by providing offsite storage at a much lower cost per cubic foot than storage in agency office space. The storing agency can request records whenever they are needed, and return them for refiling. Records are stored in a secure facility, protected against unauthorized access, environmental hazards, pests, and fire. The Records Center also tracks the retention periods of stored records, ensuring that records that no longer have any value are disposed of as soon as they are eligible and the agency approves the disposition form.

While the Records Center is the physical custodian, the transferring agency maintains proprietary control over its records while they are stored in the State Records Center. State agencies with an approved records retention and disposition schedule are eligible to store records in the State Records Center.

## Facilities

The State Records Center operated three separate facilities in FY10. The Kirkpatrick State Information Center (KSIC) is the main facility. The KSIC's climate-controlled environment was designed for the protection and preservation of long-term records (those with a retention of more than ten years) and permanent records. The facility holds 141,342 cubic feet of records. The KSIC facility has been near capacity since 1995. KSIC can only accept new records into the facility as eligible disposable records are removed.



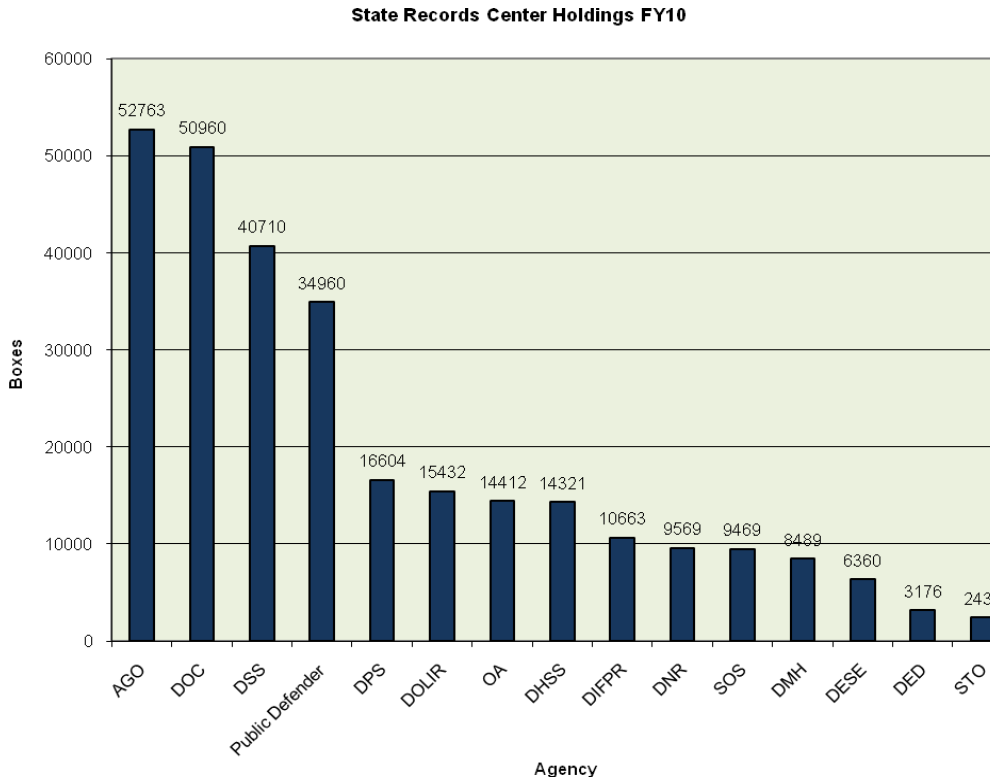
*State Records Center Storage*

The two annex facilities do not have air conditioning, so records stored in these facilities experience the extremes of Missouri's temperature and humidity changes. Annex 1, located off Missouri Boulevard in Jefferson City, can house 76,480 cubic feet of records and opened in 1995. Annex 2, located on Jaycee Drive in Jefferson City, opened in July 2001 and has a total capacity of 108,024 cubic feet of storage. The maximum capacity of the three facilities is 325,846 boxes.

## Holdings

Total accessions for FY09 were 26,196 cubic feet of records. Staff recycled 14,218 cubic feet of records that had met their retention requirements, for a net gain of 11,978 boxes.

As of June 30, 2010, the State Records Center held 301,201 cubic feet of records. Many of these records are long-term confidential records that may never be transferred to the Missouri State Archives. The holdings belong to approximately 318 business units within state agencies. The following chart illustrates the volume of records stored by the fifteen most active state departments.



## Cost Comparison

To illustrate the cost savings of storing records in the State Records Center, assume that all 26,196 boxes received in FY10 in the Records Center are to be retained for five years. In reality, many of the boxes will be retained longer. The following table compares the cost of storing files in the records center versus storing them in filing cabinets in an agency's office for just the five year period. The assumptions are based on:

- ◇ The average cost of a four drawer letter sized file cabinet, the floor area required to place and access files in cabinets, and a statewide average cost of leased office space of \$10.24 per square foot, the estimated annual cost of storing one cubic foot of records in an office environment is \$13.03.
- ◇ The average per year cost to store a cubic foot box of records in the State Records Center is \$1.15.
- ◇ The cost to process and destroy a box of files \$0.61.

### Cost Comparison: Storage in the State Records Center v. Agency Office Space

Costs	State Records Center	Agency Office Space
Year 1	\$4.56	\$13.03
Years 2-5	4.60	52.12
Destruction	0.61	0.61
Total Cost per box	\$9.77	\$65.76
Cost to store 26,196 boxes five years	\$255,935	\$1,722,649
Savings over five years	\$1,466,714	

These savings are based solely on the records accessioned in FY09 and do not reflect the savings for the additional 275,005 boxes held at all three facilities.

## Courier Services



Records Center personnel schedule pick-up and delivery services of boxes for agencies within Jefferson City. Agencies outside of Jefferson City are responsible for arranging for their own records shipments. Agencies may request individual files, which are returned through inner-agency mail in Jefferson City and through the postal service for those outside Jefferson City. Agencies are responsible for returning the files.

## Servicing the Records

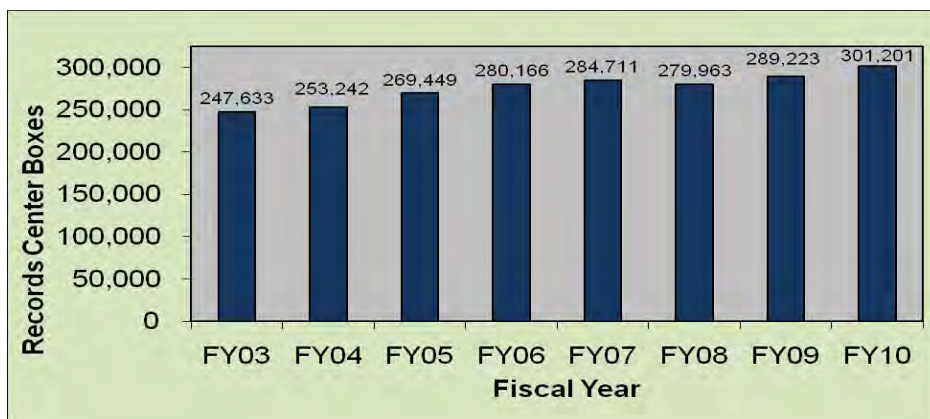
Agencies retain full access to their records in the State Records Center. If an agency needs files from its boxes, a Records Center clerk retrieves the file and sends it to the agency. When the agency returns the file, a staff member refiles it in the appropriate box. These processes are referred to as “pull/refile requests.” On average, Records Management processes 61,769 pull/refile requests each year to support state agencies’ performance of their missions. All these services are provided at no cost to state agencies. In addition to these requests, numerous state agencies pull and refile their own files using their own staff.

## Records Center Growth

The requirement for economical paper records storage will continue throughout the next 40 years. Computers and electronic forms of communicating and transacting business have been common in offices for over 20 years. At one time it was thought that the advent of computers would lead to the idea of the “paperless office,” where paper files and records could be eliminated or greatly reduced. The reality is that technology has created a proliferation of paper, mostly based on the ease of creation and duplication.

As the amount of information contained in electronic systems continues to increase, so too does the amount of paper records generated in relation to that electronic data. The following graph illustrates storage holdings in the State Records Center over the past 8 years.

**State Records Center Holdings:  
FY03 through FY10**





Records Management staff work diligently to limit the rate of growth in Records Center holdings by prompt destruction of eligible records, and by reviewing agency disposition schedules to shorten retention periods, when appropriate. Nevertheless, the holdings continue to grow. Annex 2 stopped receiving new boxes in September 2009, leaving only limited space at Annex 1 for future storage. Expectations are that by July 2010, new storage boxes will only be allowed into the records center as other boxes eligible for destruction are removed from the records center.

The Records Management Division believes that the most effective means to deal with this problem is to consolidate the two annexes in a location that allows for future growth. Records Management first proposed a Records Center Campus in 2000. Although it was considered favorably at the time, budget situations prevented it from being advanced beyond the initial stages.

In FY10, Records Management worked with the Secretary of State's Administration and the Office of Administration to secure a new records center building. After attempting to purchase a building in previous years, it was decided the best course of action was to lease a building. A lease was secured in the last half of FY10. Once the lease was secured Records Management staff began working on plans to move what was expected to be approximately 179,000 boxes and 2,292 shelving units. The move is anticipated to begin in late October and take up to two months.

## Imaging Services

Microfilm is an excellent storage medium for the preservation of long-term and historically significant records. Digital imaging is a great tool for accessing and disseminating information quickly to multiple users. Both have advantages and disadvantages that must be weighed when deciding how to best care for and manage information resources within an organization.

The Imaging Services Section has operated a full-service microfilm laboratory since 1967. Services include source document microfilming, microfilm processing and duplication, rigorous quality assurance testing and storage within a state-of-the-art environmentally controlled vault. In 2008, Imaging Services acquired digital equipment and reconfigured the production floor to begin the Missouri Digital Heritage Initiative.

### Digital Imaging Services

In FY10, the partnership with the State Archives and State Library to scan images as part of the Missouri Digital Heritage Initiative continued. Imaging Services provides content for the Missouri Digital Heritage Website that is supplied by various organizations through the Archives and Library.



Scanning Death Certificates

In FY10, staff scanned 1,613,552 images as part of the Missouri Digital Heritage Initiative. Some of the projects included *Official Missouri State Manuals*, *Missouri Governor's Papers*, *Confederate Home Records*, *Provost Marshall Records*, *1959 Death Certificates* and *the Missouri Red Books*. The images were scanned from paper documents and rolls of microfilm.

## Microfilming Services

The Records Management Division continues to microfilm records for state agencies. Microfilm is used by agencies who want to preserve historical documents, to provide access to older documents without damaging the originals, and for agencies that do not have the funds to purchase or maintain imaging systems, but have a need to maintain records in offices with limited storage space. During FY10, Imaging Services filmed 1,601 rolls of microfilm producing 3,150,094 images.

### Processing, Duplication, and Quality Assurance

In addition to processing and duplicating film the unit has created, staff processes and duplicates film created by state agencies. Technicians visually inspect each roll of microfilm and conduct tests for density and resolution. If defects are found during this inspection, the film is rejected and the project is re-filmed. During FY10, technicians processed 3,421 rolls of microfilm and duplicated 10,050 rolls.



### Vault Storage

The microfilm vault is kept at a constant temperature of 58° (plus or minus 2°) with a constant humidity level of 35% (plus or minus 2%). If either the temperature or the humidity level fluctuates past the plus or minus 2 mark, an alarm sounds and service technicians are immediately dispatched. Properly stored film, such as that within the vault, should have a usable life of at least 500 years. Currently, more than 259,102 rolls of microfilm are stored in the vault.

## State Records Commission

The seven-member State Records Commission was created by state statute (RSMo 109.250). The Commission determines how long records must be maintained in order to serve the needs of government. Once the records have met their retention requirements, the Commission determines their proper disposition either by destruction or transfer to the Missouri State Archives

### State Records Commission Members – FY10

Robin Carnahan, Chair  
Secretary of State

John Dougan, Secretary  
State Archivist

Senator Gary Nodler  
Missouri Senate

Representative Dwight Scharnhorst  
Missouri House of Representatives

Doug Porting, Designee for  
State Auditor Susan Montee

Joe Dandurand, Designee for  
Attorney General Chris Koster

Chris Wilkerson, Designee for  
Missouri Chief Information Officer

Dr. Gary Kremer, Executive Director  
State Historical Society